

***NOTE: TO FIRE DEPARTMENTS: THIS DOCUMENT IS A SAMPLE PROVIDED BY DFS FOR CONVENIENCE PURPOSES ONLY. THIS NOTICE HAS LEGAL IMPLICATIONS. IF YOU HAVE ANY QUESTIONS YOU SHOULD CONSULT WITH YOUR TOWN LEGAL COUNSEL PRIOR TO ISSUING THIS DOCUMENT***

**Sample letter #1:**

**Preliminary determination letter**

(Fire Department letterhead)

date

name of recipient

name of establishment

street address

City/Town, MA. zip code

Dear (insert owner's name):

As a result of the tragic nightclub fire in Warwick, Rhode Island, The Commonwealth Massachusetts enacted Chapter 304 of the Acts of 2004, An Act Relative to Fire Safety in the Commonwealth.

Section 5 of this new law added Massachusetts General Law c.148, s.26G1/2 which requires every building or portion thereof, of public assembly, with a capacity of 100 persons or more that is designed or used for occupancy as a nightclub, dance hall, discotheque, bar or for similar entertainment purposes to be equipped with an adequate system of automatic sprinklers by November 15, 2007.

Upon an initial review by this department it appears that the above referenced establishment may fall under the provisions of this new law. We suggest that you contact this office as soon as possible at: (place telephone # here) to make an appointment to review and discuss the use, capacity and characteristics of this building in order to assist this office in making an accurate final determination.

You are urged to pay close attention to this time sensitive matter. It is the intention of this department to issue a formal determination and order of notice to comply with this new sprinkler law within the next (place number of days here) days.

Sincerely

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Head of the Fire Department